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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 12 January 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #2
4 January - 10 January 19561. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Orientation and Briefing

(1) The CIA Introduction was conducted on 5 January with an audience composed of 89 CIA employees.

(2) The next Departmental Briefing is scheduled for 24 January. To date, 77 persons are expected to attend.

(3) Because of bad weather, part of the Dependents' Briefing Program was postponed. A briefing was given on 10 January covering the portion of the program which was missed. At the suggestion of General Cabell, Mrs. Cabell will attend one of the briefings in the future.

(4) The Chief, OB will conduct a special briefing for the Junior Foreign Service Officers of the Department of State on Wednesday afternoon, 18 January.

b. Instructor Training

[] assisted Training/TSS in the formulation of lesson plans for their participation in the running of the Operations Course which started 9 January at []

c. Clerical Training

(1) During the week of 3 January there were 18 people in Clerical Induction Training. At the same time last year there were 33. For the week of 3 January, there were 22 people in Clerical Orientation, as compared to 19 at the same time last year.

(2) Clerical Refresher #56 began Monday, 9 January, with 50 students enrolled from the following Agency components: DD/P, 16; DD/I, 16; DD/S, 18.

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d. Administrative Training

(1) Administrative Procedures #64 began on 9 January with 39 students enrolled.

(2) In line with the progress being made on the [] (formerly [] case, liaison and coordination was effected with the following people or offices:

(a) [] WE/FI Deputy Chief, concerning the field project outline;

(b) [] several Geographic Divisions, and [] RI, concerning cryptonym usage for field situations involving business firms.

(3) [] gave briefings to a small group on the subjects of DD/P functions and tradecraft principles, respectively.

(4) [] gave the presentation "Life Abroad" at the Dependents' Briefing Program in place of the scheduled speaker.

e. Basic Orientation

(1) Basic Orientation #25 began on Monday, 9 January, with an enrollment of 98. Because of bad weather, students were late arriving, and the opening session was slightly delayed.

(2) [] is attending the course for the purpose of surveying present visual aids, and recommending further, more adequate training aids.

(3) The staff of Basic Orientation met with Messrs. [] of the A&E Staff, on Thursday, 5 January, to discuss improvements in the evaluating process. Further discussions are planned.

f. Management Training

(1) Basic Supervision #13 began on Monday, 9 January, with an enrollment of 18. Seven of these are from DD/I; two from DD/P; seven from DD/S; and two from DCI. This group, GS-5 through GS-7, with one GS-4, a special case, is generally new to a supervisory assignment; they lack breadth of experience. Only one of them has had a college education.

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(2) Through Monday, 9 January, a total of seven meetings with key administrative, personnel, and placement officers had been held on the new Fitness Report. In general, a feeling of quiet enthusiasm for the new Report was in evidence at the familiarization sessions. A full report to [] O/P, and to [] C/A&E, will be submitted this week on the completion of the series.

f. Personnel Notes

(1) [] was absent due to illness from 9 - 11 January.

(2) [] has been released from the hospital and returned to duty on 9 January.



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